

County of San Diego  
New: July 27, 1998  
Reviewed: Spring 2003

**ADMINISTRATIVE SECRETARY I-CONFIDENTIAL**  
**ADMINISTRATIVE SECRETARY II-CONFIDENTIAL**

**Class No. 002767**  
**Class No. 002768**

**DEFINITION:**

Under general supervision, to perform a wide variety of personnel secretarial duties for a county manager; to assist the executive with routine administrative duties; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Positions in the Administrative Secretary-Confidential class series are allocated to county executives/high level managers that require full time secretarial assistance. The level of secretary allocated is determined by the level of managers served. The Administrative Secretary-Confidential class differs from the legal secretary series in that the former are allocated only in the departments of Chief Administrative Officer and Human Resources whereas the latter are allocated to attorneys in County Counsel, District Attorney, Public Defender and other applicable departments. The Administrative Secretary-Confidential series differs from the clerical series by greater typing proficiency, completion of a college level secretarial course, and the fact that incumbents are privy to highly confidential and sensitive information on internal county matters pertaining to the decision making process of the county affecting labor relations and/or personnel and employment related transactions.

**Administrative Secretary I – Confidential:** Responsible for providing personal secretarial services to executives or managers.

**Administrative Secretary II – Confidential:** Responsible for providing personal secretarial assistance to: 1) executive managers who serve as Assistant/Deputy Directors of small to medium-sized departments; 2) unclassified managers; or 3) managers with significant administrative responsibility which includes serving as a division chief, formulating and implementing departmental policy and acting as liaison with a variety of outside agencies.

**EXAMPLES OF DUTIES:**

Takes and prepares minutes of meeting; types minutes, correspondence, memoranda, reports, records, documents, orders, payrolls, briefs and statistical data such as charts, tables and graphs; sets up and maintains office files, records and indices using computer applications that include use of electronic mail, word processing, spreadsheet and special data bases; maintains control files to monitor the status and expedites the completion of staff assignments; coordinates time, place and participant arrangements for meetings; schedules appointments; sorts, screens, prioritizes and routes incoming mail; provides general information to office and telephone callers and/or refers them to appropriate party; compiles and summarizes information, data and figures for reports; maintains office supply inventories and orders supplies and assists in carrying out administrative policies and procedures; may take dictation and transcribe from dictating equipment and shorthand notes.

**MINIMUM QUALIFICATIONS:**

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Administrative Secretary I-Confidential  
II = Administrative Secretary II-Confidential

**Knowledge of:**

**I      II**

|    |   |  |
|----|---|--|
| T  | T | A wide variety of typing layouts and formats.  |
| T  | T | Indexing and filing rules and systems, including alphabetical, chronological, numerical, subject area and tickler.                                       |
| T  | T | Business English, including spelling, punctuation, grammar, capitalization and word usage.   |
| T  | T | The operation and uses of office equipment including personal computers, electronic and memory typewriters, calculators, copiers and dictation machines. |
| G  | T | Modern office and record keeping procedures and practices.   |
| G  | T | Basic arithmetic.  |
| -- | G | Related rules, policies and manuals of the County of San Diego.  |
| -- | G | The organizational structure of the County of San Diego.   |

**Skills and Ability to:**

(The following skills and abilities apply to both classes.)

- Use word processing, spreadsheet and other computer application programs and equipment in the production of work.
- Use electronic mail systems.
- Operate a wide variety of modern office equipment.
- Type with speed and accuracy.
- Take and transcribe dictation accurately.
- Read, understand, follow and explain policy and procedures.
- Compile and summarize statistical, financial and other data in spreadsheet and tabular formats.
- Proofread and review work for accuracy, correctness, and completeness.
- Access and utilize data from a computerized record keeping system.
- Prioritize and route incoming and outgoing mail.
- Monitor staff assignment deadlines.
- Greet and assist callers in person and by telephone in a tactful and diplomatic manner.
- Deal tactfully and communicate clearly and effectively with administrators, officials and others.
- Make arithmetic calculations.
- Maintain confidentiality.
- Compose correspondence and routine reports.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience which would likely demonstrate the knowledge and/or skills stated above. Examples of such education and/or experience are:

**Administrative Secretary I-Confidential:**

1. One (1) year of progressively responsible full-time clerical experience which included performing secretarial duties such as those listed above; OR,
2. Completion of a college level secretarial certificate program.

Administrative Secretary II-Confidential

1. One (1) year of secretarial experience at the level of Administrative Secretary I in County of San Diego; OR,
2. Two (2) years of secretarial experience performing a wide variety of personal secretarial duties. Completion of a college level secretarial certificate program may substitute for up to one (1) year of the required experience.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**Typing Certificate:**

An original unaltered typing certificate for at least 50 net WPM with a maximum of 5 errors must be attached to the application. The certificate must state that the typing test was for at least five (5) minutes with two (2) gross words penalty for each error (in accordance with International Typing Contest Rules). Certificates must be no more than two (2) years old.

**Shorthand Certification:**

Some positions for Administrative Secretary II may require shorthand or speed writing skills. If you wish to be considered for these positions, you must submit an original shorthand or speed writing certificate for at least 90 net WPM with 95% accuracy for two (2) minutes. The certificate must not be more than two (2) years old from the date that you file your application.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).